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ABSTRACT

This paper briefly outlines the process used to organize, classify, and make accessible a collection of architecture slides in the Architecture Resource Center at Andrews University in Michigan. The classification system includes the use of Art and Architecture Thesaurus subject headings, the ERIC (Educational Resources Information Center) concept of "identifiers," call numbers, color coded labels, and the R Base database management system. It is noted that, although a 386 level computer is recommended, this library launched its system on an XT level computer with a 30MB hard card. Attachments to the paper include a slide input form, instructions for cataloging and classifying slides and generating call numbers, and lists of building type abbreviations with an abbreviated subject and identifier list, geographical classifications, and abbreviations for periods and styles. (DB)

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A COMPUTERIZED ARCHITECTURE SLIDE CLASSIFICATION FOR A SMALL UNIVERSITY COLLECTION

by

Richard K. Powell

1990

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A COMPUTERIZED ARCHITECTURE SLIDE CLASSIFICATION FOR A SMALL UNIVERSITY COLLECTION

The architecture department of Andrews University is among the relative new-comers to the field. An Architecture Resource Center is located within the building which houses the department. This center contains books, periodicals, files and audiovisuals, including slides. The Center contains materials on architecture, urban planning, landscape architecture, interior design and environmental design. Currently there is a director of the center and a full time associate as well as a crew of student assistants.

When the writer came to the center, he found the slide collection in a state of disarray. There was evidence of some attempts at organization but other areas were rather confused. One of the first assignments was to get the collection organized.

REVIEW OF POSSIBILITIES

The author came here after caring for an audiovisual collection that had grown to 65,000 plus other items, thus was acquainted with the typical classification systems, however, the needs of an art and architecture collection were quite different.

First the periodical indexes were checked, but there was not very much specifically aimed at this type of a collection. Among the

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books that were most helpful was Slide Libraries by Eileen Fry and Betty Jo Irvine, published by Libraries Unlimited, 1979. Numerically there were more materials in ERIC than anywhere. The ERIC Clearinghouse at Syracuse University was most helpful here. Among these documents, all of which were read, the manual from the University of California at Santa Cruz was of great value. Next quite a number of universities were contacted by letter and we had some follow-up phone calls. Many sent their manuals, handouts, etc. Time and again all of us here were overwhelmed by the cooperative and helpful spirit expressed by these slide librarians. We have listed the schools we contacted in the appendix. We must also mention the helpful publications of the Visual Resources Association.

OVERVIEW OF OBSERVATIONS GAINED

We did not find any collections using Library of Congress or Dewey for classifying their collections, but rather some other system. Generally speaking it seems they used one of three approaches: The Fogg system and variations on it, the University of California at Santa Cruz system or an abbreviation system. Several of the slide librarians mentioned that they were simplifying their systems where possible. Some of the librarians advised us to above all to keep it simple and easy to follow.

In regard to subject heading we did not find much interest in Library of Congress subject headings, in fact a few were very

vehemently against them as being out of touch with their patron's needs. In several of the university manuals there were guidelines as to subjects. Somewhere along the line we became aware of and contacted the Art and Architecture Thesaurus (AAT) project. They were most cooperative. They sent us preliminary mimeographed lists of subject headings as well as up-dates and computer discs. The AAT subject headings appear to be the closest thing to a standardized list of subject heading applicable to this field.

Several suggested they would not attempt to start a computerized system without at least a 386 level computer. Some of the librarians mentioned how they wish they were able to start off with a computerized system.

Some libraries already have started converting to a computerized system. They are using a mainframe and locally produced programs while some are using commercially available programs. We reviewed the commercially available ones and found pros and cons to those available. In addition there are various data base management programs such as Dbase, Rbase, Foxware, etc.

APPLICATION

SUBJECT HEADINGS

Where possible one wishes to utilize standardized subject headings. We found no one who recommended using Library of

Congress or Dewey/Sears. From what we could observe, the AAT (Art and Architecture Thesaurus) was the best way to go. After working with their subject headings for some time we have found them very usable and are terms used in the literature. We do sub-divide geographically though it would have been possible to use another approach here, undoubtedly.

The writer has worked with the ERIC (Educational Resources Information Center) documents for many years and has enjoyed their indexing and subject heading approach, thus he has adopted their concept of "identifiers"--terms not found in the established descriptors (such as LC subject headings). For each input sheet we have allowed two AAT subjects and three identifiers. Identifiers may be used for additional AAT terms as well as acronyms or various words not covered in AAT.

CLASSIFICATION

After discussion with various faculty, students and library staff, we decided to put the slides in to two areas. Single slides are placed in slide drawers following our call number order. These drawers allow groups of slides to be easily moved about in order to add slides.

Where logical, we have put slides in plastic sleeves and then put them into binders. Where a collection is utilized quite regularly, we have put them into carousels. It may be that in some situations duplicate slides might be made.

CALL NUMBERS

In the appendix we have enclosed instructions for the formation of the numbers. The sequence and arrangement of the slides could be argued, however, this is the order in which the faculty desired them. Obviously a new generation of faculty might have a different idea, however, what has been done follows practice as found in most manuals inspected, to a greater or lesser degree. The one aspect that probably caused the most discussion was the period or style, being that is such a nebulous item at times.

Here is a sample of the computer generated slide label.

AT PRAIRI	US IL CHICAGO
WRIGHT, F.	ROBIE HOUSE
HOU ONE	1931 3/4 VIEW

Single Slide

ARC T.K.	VERNACULAR
NA 7125	ARCHITECTURE
KENYA	32 1-C3

Slide in Collection

For slide collections or sets, we use the following call number arrangement:

ARC	(Architecture Resource Center--or another collection)
T.K.	Media type--in this case, slide kit
NA	The first part of the Library of Congress number
2541	The second part of the number
40	The accession number

This label is not repeated on each slide for if the slide gets misplaced, it can be easily traced being the acquisition number is on the individual slide as well as the page and location on the page or if in a carousel, the number in the sequence.

You might note that on the slides in a collection, there is no Library of Congress geographical subdivision "code" but rather it is written out. We have tried to make the labels as recognizable as possible without having to resort to tables. It is apparent that one only has so much space on a slide, however, most people using the system have been able to follow it quite easily.

LABELING

In the appendix there is a listing of our color coding of slide labels. We use white for the modern era, mainly for they are the least expensive labels and the ones of which we have the most. Other colors are used for other eras and types of slides. The professors have asked for permission to add notes of their own on unused portions of the slides. Eventually we plan on using small bar codes on each slide, as we do on our books to be used in computerized circulation.

COMPUTER SOFTWARE

We wished software that would not only carry all the bibliographic information but also that which would print up labels as well as be used in circulation in addition to searching, of course. We also wished a program that could be used for our other audiovisuals, microforms, etc.

Currently we are using The Assistant by Library Automation of New York City for our books. It is a good program and we have been quite satisfied with it, however, it has one major drawback and

that is it uses vast quantities of hard disc storage on our computer. 8,000 books uses up over 2/3 or our 65 MB of storage. This program would work for our slides otherwise.

We looked at available slide programs. Some were very structured with little possible customizing for our needs. Most could not be used with a circulation system. Of course it is very possible a person more versed on computers would be able to solve this. Another good system was in the development stage but was basically for slides only. It might be well to note that Foxbase was used as the basis for several of these programs.

Ultimately we decided to go to a regular database so we could customize it to our needs. At the time of choosing (fall of 1988), three programs seemed to stand out in the reviews of the various computer publications: Foxbase, Paradox and R Base for Dos, with the latter two being almost tied. We decided on R Base being the cost included license for a three station network, plus the Clout program associated with it had artificial intelligence to be used in searches.

Another factor involved with the choice was that these programs were available at educational discount of from a half to a third of the ready made ones. Our budget was, and is, extremely low, thus this was an important one.

COMPUTER HARDWARE

There is no argument that the advice we received to use nothing less than a 386 level computer was excellent, however, in small privately owned schools, budgets are a continual problem. We were able to obtain a "XT" level computer from another department and added a 30MB hard card to it. It is thus that we launched into our slide computerized system for about $700, including the computer software. We have requested a 386 level computer. Also on our list is a small network so patrons may search the data base themselves. The R Base for Dos is already licensed for this.

Without doubt a XT level machine is way too slow for this purpose but one must "make do" at times. Obviously the data base being built can be transferred to a faster machine when available.

ADDED THOUGHTS

Not for one moment do we presume that this program is the final answer. We have tried to follow the advice of those of experience in this field. We have put forth effort to make it as usable and yet simple as possible. The call numbers have been set up so as to be usable for other collections on campus, if they so wish. Some of this has already been designed into the system. We selected various elements from others and hope that if you find any ideas here, you will do the same with this. Obviously if you use a major portion of any part, please give credit to the university who provided the time, personnel and funds for this project.

CREDITS

This project would not have worked as well as it has without the assistance of many people. First we would like to thank those in the art and architecture slide libraries of the following institutions who sent manuals, hand-outs and other printed materials. Many sent along some very thoughtful letters with advice. In addition we were able to talk with many on the phone. We are extremely grateful for the help we received for it was very valuable. Several went the extra mile.

Amherst College
Ball State University
Columbia University
Cornell University
Lawrence Technological University
Syracuse University ERIC Office
University of Colorado
University of Maryland
University of Massachusetts
University of Michigan
University of Nebraska
University of South Florida
Yale University

The ERIC Clearinghouse on Information Resources did a computer search for us in the field, which was extremely beneficial. It was here we discovered the University of California at Santa Cruz manual, which we ordered and have used much. The personnel at the Art and Architecture Thesaurus office of the Getty Art History Information Program of Williamtown, MA, have been most helpful in providing mimeographed and computer disk versions of the preliminary terms. We have found the terms to be very usable and the most standardized one available. We have also found the bulletins and publications of the Visual Resources Association to be valuable also. The book, Slide Libraries by Eileen Fry and

Betty Jo Irvine, published in 1979 by Libraries Unlimited is very worthwhile.

Within our department of architecture the professors and students gave much advice as to what they found practical and useful. Our library workers also rendered many opinions to improve the system.

In particular we would thank the director's assistant, Kathy Demsky. Victoria Nave, Kitty Kesselring and Paul Weaver have been very faithful student workers on this project. Another student, Art Robertson, has been our computer expert in setting up our program and now Paul Weaver has taken over this task. Undoubtedly others were helpful, though, as usual, one forgets.

Richard K. Powell, D.Ed.
Director of the Architecture Resource Center
Andrews University, Berrien Springs, MI 49104

SLIDE INPUT FORM

(1) ID Number -10_____ (2) Call no. _

(3) Date of place-8_____ 9 + 14 _

(4) Date of acq.-6_____ _

(5) Architect, artist or designer-30 _____

_____

(6) Title or name-75_____

_____

(7) Funds-2____ (8) Cost-5____ _____

(9) Architectural firm or 2nd architect-50_____

_____

(10) Museum or location-25_____

(11) State or country-25_____

(12) City-25_____

(13) Period or style-25_____

(14) Series or collection-30_____

(15) No. in series-3____ (16) Medium-1_____ (17) Color-1 _____ (18) Owner-1 _____

(19) Producer-source-creator-25_____

(20) Distributor-25_____

(21) Subject (AAT)-75_____

_____

(22) Subject (AAT)-30_____

(23) Identifier-30_____

(24) Identifier-30_____

(25) Identifier-30_____

(26) Photographic notes_____

_____

(27) General notes _____

_____

_____

Initial fill-in_____Date_____ Labels put on_____ Date_____

Detail fill-in_____Date_____ Bar code_____ Date_____

Checked in_____Date_____ Filed by_____ Date_____

Sources: Bannister-Fletcher_____ Other_____

_____

Instructions for Cataloging
A.R.C. Slides
Version 1.12

Prepatory Comments:

Fill out an entry form (Form A) for each individual slide. If a slide is a member of a stereo set, fill out one entry form for the set but barcode the slides as "R" (right) and "L" (left). When dealing with sets of slides, fill out an entry form (Form B) for the complete set and a slide entry form (Form B) for each individual member of the set.

	Spaces	Item	Instructions
(1)	10	ID Number	LEAVE BLANK Enter the accession number after applying the call number label to the slide.
(2)		Call Number	Refer to attached Instructions for Classification of Slides (Schedules S and C) NOTE: INDIVIDUAL SLIDES and SETS OF SLIDES have different call number systems!!
(3)	9	Date of Place	Give the actual date of the building, art piece etc. in the first four places. Assume it is A.D. If B.C., note it after the date. Skip a place and note any irregularities with the following letter codes: 1978 ? ==> probable date 1978 c ==> approximate date 1978 or 9 ==> one of two years 1978-82 ==> range of years 197- ==> decade is certain 197? ==> decade uncertain 19th Cen ==> 19th century A.D. 19th C BC ==> 19th century B.C. Any clarification may be put in General Notes (field 27 below)
(4)	6	Date of Acq.	Give the date we received, such as Dec. 6, 1988. This would be noted as 12-06-88. If only the month is known, put 12-88, for instance. If only the year, put 1988 or c 1988 for about 1988. LEAVE BLANK IF UNKNOWN
(5)	40	Architect	Give the last name first, followed by a comma and then first name and middle

	Spaces	Item	Instructions
			name or initial as space allows. If a corporate or organizational name is known, list it as noted. In all entries, don't abbreviate in the early part of the entry, only towards the later portion, otherwise the computer sorts will not come out correctly. If space allows, enter date of birth and death as (1814-1907).
(6)	75	Title or Name	List as it appears on the item. The title should be uniform on the item, label, box, etc. Leave off a, an, and the at the beginning. Do NOT abbreviate at the first, only towards the end of the entry, if necessary.
(7)	2	Funds	Whose budget paid for this? If the Architecture Resource Center budget, enter "L". If the Department of Architecture, enter "A".
(8)	8	Cost	Give the price in dollars and cents if known. Do not preceed with a $.
(9)	9	Arch. Firm	Give as listed remembering not to abbreviate till near the end of the entry, if necessary. You may give a second architect here.
(10)	25	Museum	This entry would be for museum name if item were an art object or if a location other than city, state or country were relevant such as a park, mountain range, district or other area. If a building were in Hinsdale, IL, enter "Chicago Area" here and "Hinsdale" in field (12).
(11)	20	State or Cntry	Give the common name for the country or state. If the building was built when the area was known by a different name, enter the old name in the identifier field below. For instance enter Zaire here and Belgian Congo in field (24) or (25) in reference to a building in Zaire. If there is space enter older name in parenthesis.
(12)	25	City	Give the actual city. If it is in a larger metropolitan area put it in field (10). For example: enter "Hinsdale" here and "Chicago Area" in field (10).
(13)	25	Period or Style	Follow the AAT (Art and Architecture

	Spaces	Item	Instructions
			Thesaurus) terms as used in their "Styles and periods" section. Use the more common term, the one most people would likely know. See our list of common terms in our Schedule P.
(14)	30	Series	Give the series or collection title and total number of slides in the series, if the slide is part of such in the form of: OLD FRANCE (80). Again, don't abbreviate in the first part of the term.
(15)	3	# in Series	Give the number in the series out of the total in the collection, such as "5 in a series of 80", however only note the "5" here (The total number is entered in field (14) in parentheses after the title of the series)
(16)	1	Medium	Give the abbreviation for the medium of the work shown on the slide. A ==> architectural structure B ==> book arts C ==> ceramics D ==> drawing F ==> fabric/fashions G ==> graphic art I ==> interiors M ==> murals O ==> oil painting P ==> photography R ==> geography/cartography S ==> sculpture T ==> cartoons U ==> furniture Y ==> acrylic painting E == Ethnography/ Anthropology H == History
(17)	1	Color	"B" ==> black and white "C" ==> color "S" ==> sepia
(18)	1	Owner	"A" ==> Department of Architecture "H" ==> Home Economics "K" ==> Architecture Resource Center "L" ==> Archoeology Museum "R" ==> Art Department "T" ==> Teaching Materials and Learning Center "P" ==> Photography
(19)	25	Source	Person or organization responsible for the slide. It may be a professor or student or company.

	Spaces	Item	Instructions
(20)	25	Distributor	Name of company from which it was purchased. If space allows, include city and state of distributor.
(21)	75	Subject	Give the subject as it is listed in AAT. If country or state is available enter <space> dash <space> and spell it out; abbreviate only if forced to by lack of space. You may add a <space> dash <space> and give another geographical location or other clarification. If a long subject heading, put it in Field (21) and shorter ones in Fields (22) and (23). Use longer versions of abbreviations where possible (i.e. Penn. rather than PA).
(22)	30	Subject	An additional AAT subject. (If you have more than three subject headings or wish to include non-AAT subject headings, enter them under the Identifiers, Fields (24) and (25).)
(23)	30	Identifier	Use for an additional AAT or non-AAT subjects of your choice. Use any term that will clarify the search, such as acronyms, local terms or an additional author or architect.
(24)	30	Identifier	See expla nation for Field (23) above.
(25)	30	Identifier	See expla nation for Field (23) above.
(26)	Var	Photo Notes	Note generation of slide; first generation, copy, etc. Note f stops, ASA of film, speed, etc. Be very brief using standard practice abbreviations where ever possible.
(27)	Var	General Notes	Put any additional information that is not included in the fields above. Be very brief. For sets, note if the slide is in a sleeve, carousel, box, etc. If a manual or cassette is part of the slide kit, make a note of it here. Spell out the conditions: "carousel manual cassette" would indicate that the slide kit was housed in a carousel and contained a manual and cassette.
(28)	4	Circulation	"FAC" ==> Faculty Only "REG" ==> Normal Open Circulation "RES" ==> Reserve Slide

Andrews University
Architecture Resource Center
Slide Library

Schedule B

BUILDING TYPE ABBREVIATIONS

with

ABBREVIATED SUBJECT and IDENTIFIER LIST

adapted from

Art and Architecture Thesaurus
and
UCSC Slide Clasification System

Version 2.13
27 NOV 89

Abbreviations are to be used for broad and specific building type fields in single slide call numbers (call number fields #5 and #6). The "DIVISION or Subject" column lists broad headings with specific building types under each heading. These are to be used in the Subject fields (fields #21 ~~+ #28~~). For some specific subjects there are also entries in [brackets]; these are non-AAT terms and may be used only in the identifier fields (fields ~~23 24 + 25~~ #25). Phrases in {curly brackets}, are for clarification during the entry process, but may be used in the General Notes field.

EXAMPLE 1
For a dairy barn

Broad Building Type	Field #5	AGR
Specific Building Type	Field #6	DAIRY
Subject	Field #21	Dairy plants

EXAMPLE 2
For a silo

Broad Building Type	Field #5	AGR
Specific Building Type	Field #6	STORG
Subject	Field #21	Silos

Abbrev.	Subject or DIVISION
AGR-GEN	AGRICULTURAL BUILDINGS
-BARN	Barns, Animal shelters
-DAIRY	Dairy plants
-MACHN	Equipment sheds [Machine sheds]
-SLAUG	Slaughterhouses
-STORG	Storage facilities, Silos, Granaries
-WATER	Waterworks and irrigation works, Windmills
APT-GEN	[HOUSING: MULTIPLE-FAMILY DWELLING]
-APTS	Apartment buildings, [Apartment blocks]
-BLOCK	Apartment complexes, Housing developments
-CONDO	Condominiums
-HOTEL	Hotels, Inns, Guest houses
-MOTEL	Motels
-ROWHO	Row houses, Town houses {urban buildings}
-SKYSC	High-rise apartment buildings, [Skyscraper housing]
-TERR	Terraced buildings
BUS-GEN	COMMERCIAL BUILDINGS [BUSINESS BUILDINGS]
-AUTO	Automobile repair shops Automobile dealerships Gasoline stations
-BARBR	Barbershops, Shoe niches, [Personal service shops]
-BLDG	Building Materials, [Building supply houses and yards]
-DEPT	Department stores, Dry goods stores, Hardware stores, Retail stores {non-food}, Stores
-FINAN	Banks, Stock exchanges, Financial buildings, [Insurance

Abbrev.	DIVISION and Subject
	offices]
-FOOD	Grocery stores, Drugstores, [Food-related businesses]
-JUNK	Junkyards
-LAUND	Commercial laundries, Dry cleaning establishments, Coin-operated laundries
-NURSE	Nurseries, Greenhouses, Argricultural complexes
-OFFIC	Office buildings
-OUTDR	[Outdoor marketplaces]
-REALT	[Real estate offices]
-REPAR	Repair shops (except auto)
-REST	Resturants, Saloons, [Food-serving businesses]
-BARS	Bars (eating and drinking establishments)
-SHOP	Shopping centers (incorporating diverse businesses) Malls
-WARE	Warehouses
COM-GEN	COMMUNICATIONS BUILDINGS
-NEWS	Newspaper buildings
-POST	Post offices
-PRNTG	Printing plants, Publishing offices (other than newspapers)
-RADIO	Radio stations, Television stations
-TELEP	Telephone buildings, Telegraph offices, Telegraph stations
EDU-GEN	EDUCATIONAL BUILDINGS If individual buildings or interiors are shown, classify by Building Type as follows:
-ADMIN	Administration
-CLASS	Classrooms, School houses
-DORMS	Dormitories
-ELEM	Elementary schools
-HANDI	[School for the handicapped]
-LIBRY	School libraries, Library buildings
-MUSEM	Museum, [Gallery]
-SECON	High schools
-TRADE	Vocational and technical schools, Business schools
-UNIV	Universities, Colleges
-VOCAT	[Vocational laboratory] If more than one type of building is prominent in the picture, cassify by Type of Institution:
ENG-GEN	[ENGINEERING]
-BRDG	Bridges (miscellaneous types)
-ARCH	Arch bridges
-CANTI	Cantilever bridges
-SUSPN	Suspension bridges
-TRUSS	Truss bridges
-GARAG	Dumps, Incinerators, Sewage treatment plants, [Gargage facilities]
-LEVEE	Levees
-RESEV	Resevoirs, Dams
-POWER	Electric power plants, [Power plants] (miscellaneous types)
-ATOMC	Nuclear power plants

Abbrev.	DIVISION and Subject
-HYDRO	Hydro-electric power plants
-STEAM	Steam power plants
-TOWER	Towers, Smokestacks, Light towers
-TUNNL	Tunnels
-WATER	Water distribution structures, Water treatment plants, Waterworks, Aqueducts
FUN-GEN	FUNERARY BUILDINGS
-BEEHV	Beehive tombs
-CEMET	Cemetaries
-CREMA	Crematories, columbaria [cemetaries]
-MASTA	Mastabas
-NECRO	Necropolises
-PYRAM	Pyramids, [Pyramid tombs]
-ROCK	Rock cut tombs
-TOMBS	Tombs [other types], Mauselea
-TUMUL	Tumuli
FUT-GEN	[FANTASTIC ARCHITECTURE], [FUTURISTIC ARCHITECTURE]
-FANTA	[Fantastic buildings/designs]
-FUTUR	[Futuristic buildings/designs]
GOV-GEN	GOVERNMENT BUILDINGS
-AUDIT	[Municipal auditoriums]
-CAPT	Capitols, Capitol complexes, [Capital buildings], [Seats of government]
-CIVIC	Civic centers, Government complexes
-EMBAS	Embassy buildings
-FIRE	Fire stations
-JUDIC	Courthouses, [Judicial buildings]
-LEGIS	Legislative buildings [if apart from capitol buildings]
-OFFIC	Goverment office buildings
-POLIC	Police buildings
-PRISN	Prisons, Jails
-VETRN	[Veterans buildings]
HOU-GEN	SINGLE-FAMILY DWELLING [HOUSING]
-ONE	Dwellings, [House] [one-story]
-TWO	Dwellings, [House] [two-story]
-MULTI	Dwellings, [House] [multiple-story]
-OUTBL	Outbuildings, [Outhouses] [domestic]
-PRIMI	[Primitive houses] [miscellaneous types]
-ADOBE	Adobe buildings, Mud huts
-CAVES	Cave architecture
-STILT	Stilt houses
-TENT	Tents, Tepees
-THAT	[Thatch houses], [Straw houses]
IND-GEN	INDUSTRIAL BUILDINGS
-CHEM	Chemical refineries, [Chemical plants]
-FACTO	Factories, Assembly plants
-MILLS	Steel mills, Lumber mills, Textile mills, [Mills]
-MING	[Mining buildings]
-OFFIC	[Factory offices]

Abbrev.	DIVISION and Subject
-PARKS	Industrial parks, Industrial districts
-REASR	Research facilities
-SHIP	Shipyards
LAN-GEN	[LANDSCAPE ARCHITECTURE]
-DESER	Desert gardens, [Arid climate landscaping], [Desert landscaping]
-EROSN	Erosion protection works, [Erosion planting], [Terracing]
-GARDF	Formal gardens
-GARDI	Informal gardens
-INDOR	[Indoor planting], [House plants]
-PARKS	Parks
-PLAY	Playgrounds
-STRUC	Fences, Patios, [Landscape structures], Courtyards
MED-GEN	HEALTH CARE BUILDINGS
-AIDST	First aid stations
-CLINC	Clinics
-DOCTR	Medical offices, Dental offices, [Doctor's offices]
-HOSPT	Hospitals
-MENTL	Psychiatric hospitals, [mental hospitals]
-PHARM	[Pharmacy facilities] {in medical center} Class retail drug stores in BUS-FOOD
-SANIT	Sanitoriums, Nursing homes, [Convalescent homes]
-VETER	Veterinary hospitals
MIL-GEN	MILITARY WORKS
-ADMIN	Military administration buildings
-ARMOR	Armories (depolyment facilities)
-ARSEN	Arsenals (manufacturing facilities), Ordinance stores
-BOMB	Air raid shelters, [Bomb shelters]
-FORTS	Forts, Fortifications
-MOATS	Moats
	If one of the individual building types above cannot be used, class by one of the following:
-ARMY	Military base {Army or unknown branch of service}
-AIR	Air bases, Naval air bases
-NAVY	Naval bases, Naval shipyards, Docks, Naval yards, [Docks {navy}]
-WALLS	City walls, Gates
MON-GEN	MONUMENTS AND MEMORIALS
ARCHS	Arches
COL	Columns
FOUNT	Fountains
GATES	Gates, [Entries]
MONO	Monolithic structures
STAIR	Steps, [Stairs {outdoor}]
TOWER	Towers
MUS-GEN	MUSEUMS, [GALLERIES]
-AQUAR	[Aquariums {exhibition buildings}]
-ARTGA	[Art galleries {smaller units}]
-ARTMU	Art museums

Abbrev.	DIVISION and Subject
-CONS	Greenhouses, [Conservatories (floral)]
-HISTR	Historical museums
-INDUS	Industrial museums
-NATRL	Natural history museums
-NAVAL	Naval museums, Maritime museums
-SCIEN	Science museums
-WAX	Wax museums
-ZOO	Zoos
REC-GEN	RECREATION BUILDINGS
-AMPIT	Ampitheaters
-AMUSE	Amusement parks
-CLUB	Clubhouses
-CONCT	Concert halls, Opera houses
-DANCE	Dance halls
-EXPOS	Exhibition buildings, [Exposition buildings]
-FAIRG	Fairgrounds
-GOLF	Golf clubs, Country clubs [Atheletic clubs]
-GYMN	Gymnasiums, Indoor running tracks, [Indoor sports arenas]
-HUNGT	Hunting lodges
-LODGE	Lodges [Fraternal organization buildings]
-PARK	Park buildings, Shelters, Bandstands
-RACE	Racetracks
-STADI	Stadiums, Coliseums
-SWIM	Swimming pools, Covered swimming pools, Baths, Bath houses
-THETR	Theaters
-YACHT	Yacht clubs, Boat houses, Boat landings, [Pleasure boating facilities]
REL-GEN	RELIGIOUS STRUCTURES
-ABBEY	Abbeys
-BAPT	Baptisteries
-BASIL	Basilicas [worship buildings]
-CATHE	Cathedrals
-CHAPL	Chapels
-CHRCH	Churches
-CONVN	Convents
-MEETG	Meeting houses
-MISSN	Mission churches
-MONAS	Monasteries
-MOSQU	Mosques
-NUNNR	Nunneries
-OFFIC	[church administration buildings] [religious administration buildings]
-PRIOR	Priories
-SHRIN	Shrines
-SYNAG	Synagogues
-TEMPL	Temples
-THOLO	Tholoi
SOC-GEN	[SOCIAL INSTITUTIONS]
-AGED	Old age homes, [Homes for the aged]
-MISSN	[Rescue missions]
-NURSR	Day care centers

Abbrev.	DIVISION and Subject
-ORGAN	Organization's buildings [society buildings]
-ORPH	Orphanages
-SENOR	Senior centers
SPC-GEN	[SPECIAL HOUSING]
-CABIN	Mountain buildings
-CASTL	Castles
-CHALE	Chalets
-CHATE	Chateaux
-COUNT	Country houses
-GAZEB	Gazebos
-LAKE	Beach houses, Seaside buildings, Lake dwellings
-LOG	Log buildings, Log cabins
-MANSN	Mansions
-PALAC	Palaces
-PAVIL	Pavillions
-VILLA	Villas, [Estates]
TRN-GEN	TRANSPORTATION STRUCTURES
-AIRPA	Air transportation buildings
-AIRPT	Airports, [Runways] Class military air bases as MIL-AIR
-BUSPA	Bus stations
-CANAL	Canals, locks, waterway constructions
-CONTL	Control towers
-ELTRN	Elevated stations
-HANGR	[Hangers and shop buildings]
-HARBR	Harbors, Docks, Piers, [Wharfs] Class yacht clubs as REC-YACHT Class Naval structures under MIL-NAVY
-HIWAY	Highways, Expressways, [Freeways], Interchanges, Toll plazas
-RRDEP	Railroad stations
-RRSWT	Railroad yards, [Railroad switch towers]
-ROUND	Rail transportation buildings, [Roundhouses and railroad shops]
-SUBWY	Subway stations, [Subway entrances]
-TOLL	Tollhouses
-TRUCK	Truck terminals
URB-GEN	[CITY PLANNING] [URBAN PLANNING]
-GREEN	Greenbelts
-GRID	Grid plan cities
-MALL	Arcades, Malls
-MEGAL	Megalopolises
-METRO	Metropolises
-MODEL	Model Villages
-PLAZA	Plazas, [Piazzas]
-RADIA	Radial plan towns
-RENEW	Urban renewal areas
-ROADS	Highways, Roadways
-SPRAW	[Sprawl architecture]
-SUBDV	Subdivisions

Schedule C

CLASSIFICATION OF ARC SLIDE SETS
How to Generate the Call Number

Version 1.13

Sample of a Call Number:

(1) ARC (2)T.K.	(5) VERNACULAR ARCHITECTURE
(3) NA 7125	
(4) KENYA	(6) 32 (7) 1-C3

*** ENTER DATA IN ALL CAPITAL LETTERS ***

(1) 3 Library Identity Code
"ARC" ==> Architecture Resource Center

(2) 4 Media Type
"T.K." ==> Slide kit or collection

(3) 9 Library of Congress Call Number

(4) 9 Country or Location (of original work, if art)

(5) 28 Title of Slide Kit or Collection (14 spaces per line)

(6) 7 Accession Number of Kit, Set or Collection

(7) 7 Slide Position Identifier
* if slide is housed in a carousel or box, enter the number of the slide (i.e. the third slide in carousel C would be C-3)
* if slide is housed in a binder enter the page number followed by a dash (-) then the column letter followed by the row number. (i.e. the slide in the pocket two rows from the top and 4 columns from the left on page 7 would have a position identifier of 7-D2)

Schedule G

Geographical Classifications

MAPS & CHARTS

WOR	World Maps
	Charts

** For U.S. and Canada only:
US or CN is followed by state or province abbreviation, colon, and city (i.e. US TN: Nashville)

CANADA (CN)

	Maps		
AB	Alberta	QU	Quebec
BC	British Columbia	SA	Sasketchewan
MB	Manatoba	NF	Newfoundland
NS	Nova Scotia	NU	New Brunswick
ON	Onterio	PE	Prince Edward Island

UNITED STATES AND POSSESSIONS (US)

	Maps		
		MT	Montana
AL	Alabama	NB	Nebraska
AK	Alaska	NV	Nevada
AZ	Arizona	NH	New Hampshire
AR	Arkansas	NJ	New Jersey
CA	California	NM	New Mexico
CO	Colorado	NY	New York
CT	Conneticut	NC	North Carolina
DC	District of Columbia	ND	North Dakota
DE	Delaware	OH	Ohio
FL	Florida	OK	Oklahoma
GA	Georgia	OR	Oregon
HI	Hawaii	PA	Pennsylvaina
ID	Idaho	PR	Puerto Rico
IL	Illinois	RI	Rhode Island
IN	Indiana	SC	South Carolina
IA	Iowa	SD	South Dakota
KS	Kansas	TN	Tennessee
KY	Kentucky	TX	Texas
LA	Louisiana	UT	Utah
ME	Maine	VT	Vermont
MD	Maryland	VA	Virginia
MA	Massachusetts	WA	Washington
MI	Michigan	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri	VI	Virgin Islands

CENTERAL AMERICA AND WEST INDIES

Maps	
COSTA	Costa Rica
CUBA	Cuba
DOMR	Dominican Republic
GUAT	Guatemala
HAIT	Haiti
HOND	Honduras
MEX	Mexico
NICAR	Nicaragua
PAN	Panama

Lesser Antilles	
ANTIG	Antigua
BAR	Barbados
GREN	Grenada
GUAD	Guadeloupe
MART	Martinique
ST.CR	St. Croix
ST.KI	St. Kitts
ST.LU	St. Lucia
ST.VI	St. Vincent
JAM	Jamaica
BEL	Belize (British Honduras)

SOUTH AMERICA

Maps	
ARG	Argentina
BOL	Bolivia
BRAZ	Brazil
CHILE	Chile
COL	Columbia
ECU	Ecuador

SURI	Surinam (Dutch Guiana)
PARA	Paraguay
PERU	Peru
URAG	Uraguay
VEN	Venezuela
GUY	Guyana (British Guiana)
FGU	French Guiana

ATLANTIC ISLANDS

Maps	
AZOR	Azores
BERM	Bermuda
CANA	Canary Islands

CAPV	Cape Verde Islands
FALK	Falkland Islands
ST.H	St. Helena
ASC.	Ascension Island

SCANDINAVIA & ICELAND

Maps	
DEN	Denmark
FIN	Finland
ICE	Iceland

NOR	Norway
SWED	Sweden
GREEN	Greenland

BRITISH ISLES

Maps	
ENG	England
IRE	Ireland
SCOT	Scotland Islands
SHET	Shetland Islands

ORK	Orkney Islands
CHAN	Channel Island
ANLE	Anglesey
SCIL	Scilly Islands
WALES	Wales

WESTERN EUROPE

Maps	
BEL	Belgium
LUX	Luxembourg
FRAN	France
ITALY	Italy

SPAIN	Spain
MAJOR	Majorca
MENOR	Menorca
IBIZA	Ibiza
CEUTA	Ceuta

SICIL	Sicily
SARD	Sardinia
MALTA	Malta
MONAC	Monaco

NORTH CENTRAL EUROPE

	Maps
AUST	Austria
CZECH	Czechoslovakia
GERM	Germany
GERMW	West Germany
GERME	East Germany
NETH	Netherlands
POL	Poland
SWITZ	Switzerland
LICH	Lichtenstein

SOUTH EASTERN EUROPE

	Maps
ALBAN	Albania
BULG	Bulgaria
GRK	Greece
CRETE	Crete
RHODE	Rhodes
CYPRU	Cyprus
	Greek Islands
HUNG	Hungary
ROM	Romania
YUGO	Yugoslavia

NEAR EAST

	Maps
IRAN	Iran
IRAQ	Iraq
ISR	Israel
JORD	Jordan
LEB	Lebanon
SAUD	Saudia Arabia
SYRIA	Syria
TURKY	Turkey
YEMA	Yemen (Aden)
YEMS	Yemen (Sana)
OMAN	Oman

MEDITERRANEAN AFRICA

	Maps
ALGER	Algeria
EGYPT	Egypt
LYBYA	Libya
MOROC	Morocco
TUNIS	Tunisia

AFRICA

	Maps
ANGOL	Angolia
BOTSW	Botswana (Bechuanaland)
CAMER	Cameroon
CHAD	Chad
CONGO	Congo
DAHOM	Dahomey
ETHIO	Ethiopia
GABON	Gabon
GHANA	Ghana
GUINE	Guinea
IVORY	Ivory
KENYA	Kenya
LIBER	Liberia
MADAG	Madagascar
GUIB	Guinea-Bissau
ZIMB	Zimbabwe (S. Rhodesia)
RWAND	Rwanda
SIERR	Sierra Leone
SOMAL	Somalia (Somaliland)
SOAFR	South Africa
NAMIB	Namibia (S.W. Africa)
EQGUI	Equatorial Guinea
WSAH	Western Sahara
SUDAN	Sudan
TANZ	Tanzania
TOGO	Togo
UGAND	Uganda
UPVOL	Upper Volta
CAFR	Central African Empire

MALI	Mali
MAUIT	Mauritania
MOZAM	Mozambique
NIGER	Nigeria

	(Union of Central African Republics)
BURUN	Burundi
ZAIRE	Zaire (Belgian Congo)
SWAZI	Swaziland
ZAMBI	Zambia

U.S.S.R.

Maps	
ESTON	Estonia
RUSS	Russia
LITH	Lithuania
LAT	Latvia

SOUTH ASIA

Maps	
AFGH	Afghanistan
BURMA	Burma
BHUTN	Bhutan
SRILN	Sri Lanka (Ceylon)
INDIA	India
KASH	Kashmir
PORTI	Portugese India
THAI	Thailand (Siam)
INDO	Indonesia
SUMAT	Sumatra
JAVA	Java
BORN	Borneo
KRAKA	Krakotoa
MALAY	Malaysia
NEPAL	Nepal
PAKIS	Pakistan (West Pakistan)
BANG	Bangladesh (E. Pakistan)
PHIL	Philippines
LAOS	Laos
CAMB	Cambodia
VIET	Vietnam
NGUIN	New Guigea

CENTRAL ASIA

Maps	
CHINA	China
TIBET	Tibet
TAIWN	Taiwan (Formosa)
HONG	Hong Kong
OMONG	Outer Mongolia
MACAO	Macao

KOREA AND JAPAN

Maps	
KOREA	Korea
JAPAN	Japan

AUSTRALIA AND NEW ZEALAND

Maps	
AUSTL	Australia
NZEA	New Zealand

PACIFIC ISLANDS

Maps	
WSAM	Western Samoa

Schedule P

ABBREVIATIONS OF PERIODS AND STYLES

ABBREVIATION	PERIOD OR STYLE
ARTCRF	Arts and crafts
ARTDEC	Art Deco
ARTNOV	Art Nouveau
ASSYR	Assyrian
BAROQU	Baroque
CHICAG	Chicago
CHINA	China
CONSTR	Constructivist
CONTEM	Contemporary
EMPIRE	Empire
FEDERL	Federal
GOTREV	Gothic revival
GRKREV	Greek revival
HELLEN	Hellenistic
HITECH	High technology
MEDIEV	Medieval (5 - 16th century)
MESO	Mesopotamian
MODERN	Modern style
NEOCLS	Neo-classical
ORIENT	Orientalizing
PALLAD	Palladian
PICTUR	Picturesque
PRAIRI	Prairie
QUEEN	Queen Anne revival
RENREV	Renaisance revival
RENAIS	Rennaisance
ROMAN	Roman
ROMESQ	Romanesque
SHING	Shingle
SOANE	Soane (personal style)
VERNAC	Vernacular
SIXTE	Sixteenth century
SEVEN	Seventeeth century

ABBREVIATIONS	PERIODS AND STYLES
EIGHT	Eighteenth century
NINE	Nineteenth century
TWENTY	Twentieth century
TWENT	Twenties (1920's)
THIRTY	Thirties (1930's)
FORTY	Forties (1940's)
FIFTY	Fifties (1950's)
SIXTY	Sixties (1960's)
SEVENY	Seventies (1970's)
EIGHTY	Eighties (1980's)
NINETY	Nineties (1990's)

Schedule S

CLASSIFICATION OF SINGLE ARC SLIDES
How to Generate the Call Number

Version 1.13

Sample of a Call Number:

(1) A (2) T (3) PRAIRI (7) US IL (8) CHICAGO
(4) WRIGHT, F L (9) Robie House
(5) PRI (6) DWEL (10)1931 (11) VIEW

*** ENTER DATA IN ALL CAPITAL LETTERS ***

(1) 1 Slide Library Identity Code
"A" ==> Architecture Resource Center

(2) 1 Slide Era or Major Category Label Color
"A" ==> Ancient (works identified by period or style, architects not normally known). (grey)
"C" ==> Construction (building tech, etc.) (lavender)
"H" ==> Historical (prior to 1890 but identifiable by architect) (green)
"I" ==> Interior design - twentieth cent. (yellow)
"J" ==> Interior design - historical (pink)
"K" ==> Interior design - ancient (brown)
"P" ==> Art (orange)
"S" ==> Systems (HVAC, plumbing, elect) (blue)
"T" ==> Twentieth century (1890 -) (white)

(3) 6 Types and Periods
-follow our abbreviation list
-use AAT (Art and Architecture Thesaurus) terms
-if there is not an AAT term or an entry on our abbreviation list, add your own to the master list using a logical abbreviation

(4) 9 Architect's Name
Give last name first, followed by the initials of the first and middle name as there is space. If the architect's name is not known use N.K. (not known).

(5) 3 Broad Building Type Abbreviation
Follow the list prepared which is based on the UCSC system. DO NOT ABBREVIATE!!!

(6) 5 Specific Building Type
Follow UCSC system with our abbreviation

(7) 4 Country and/or State/Province
Follow the abbreviation list. We use the postal service abbreviations for states (US MI for Michigan or US IN for Indiana)

(8) 9 City
Abbreviate as necessary. There are no standard abbreviations.

(9) 14 Name or Title of Building
Abbreviate as necessary.
Use N.K. (not known) if such is the case

(10) 4 Building Completion Date

(11) 9 View of Building
Abbreviate as necessary